

Appendix

Attachment 1 – Baseline Occupancy Levels for Downtown Core Buildings

As we work through the operational protocols associated with the Return to Office Initiative in a post-COVID-19 environment, the Mayor and City Budget Office (CBO) requested protocols for ensuring workspaces are safe and within compliance of the Governor’s directives for building capacity.

Per the Return To Work MOA, signed by SDHR and multiple labor union partners, FAS has administered the Ambassador program since August 2020 providing services to the downtown core buildings. The program was designed to assist employees in adhering to COVID-19 safety requirements when entering City buildings. Ambassadors are assigned to building entrances and assist with taking employees’ temperatures, completing the health check assessments, wearing face coverings, and following social distancing requirements. The hours of staffed operations are 7–9 a.m. and 11:30 a.m.–1 p.m. at Seattle Municipal Tower. Temperature checks at Seattle City Hall are current self-administered due to low occupancy numbers, though this may change as employees return to worksites.

The Governor’s Office has continued to advise on building occupancy during the phased reopening and based on this, FAS has calculated occupancy levels for each floor within the downtown core buildings (Attachment 1) based on fire code. The attachment also includes occupancy numbers for thresholds contemplated by each phase of reopening, currently noted as 25%, 50% and 75% ([link](#)). Per the Governor’s Office guidance, “in Phase 1 and 2 occupancy is 25% of fire marshal capacity or 200 people (whichever is fewer) if six feet of physical distance can be maintained. In Phase 3 occupancy is 50% of fire code capacity or 400 people (whichever is fewer) if six feet of physical distance can be maintained. There is an exception of one-to-one service in an enclosed room.”

It is the responsibility of each department to manage floor occupancy within the current guidance set forth by the Governor’s Office, including occupancy thresholds and maintaining “six feet of physical distance” within the floor’s office footprint. FAS will provide keycard data by floor, on an ongoing weekly basis, for the week prior to ensure occupancy requirements are met. In cases where a floor is occupied by multiple departments, we suggest department representatives meet to establish baseline numbers and identify occupancy thresholds for each department occupying the floor.

Civic Core Buildings - Square Footage and Occupancy Counts

5/11/2021

Seattle Municipal Tower

Maximum Occupancy per Building Code - ESTIMATED

8088

Floor	Rentable Floor Area - SF	Estimated Building Code Occupancy *1	Building Code Occupancy Allowance per permit *2
63	4,654	36	na
62	8,599	66	na
61	11,992	92	na
60	13,799	106	na
59	16,816	129	na
58	18,523	142	na
57	18,809	145	na
56	18,825	145	na
55	19,759	152	na
54	20,503	158	na
53	21,159	163	na
52	21,579	166	na
51	21,679	167	na
50	21,660	167	na
49	21,686	167	na
48	21,697	167	na
47	21,679	167	na
46	21,690	167	na
45	21,693	167	na
44	21,693	167	na
43	21,687	167	na
42	20,860	160	na
41	20,966	161	na
40	20,906	161	na
39	21,004	162	na
38	21,683	167	na
37	21,590	166	na
36	21,637	166	na
35	21,637	166	na
34	21,649	167	na
33	21,653	167	na
32	21,354	164	na

31	21,279	164	na
30	21,394	165	na
29	21,416	165	na
28	21,416	165	na
27	21,403	165	na
26	21,329	164	na
25	20,944	161	na
24	21,427	165	na
23	21,077	162	na
22	21,005	162	na
21	21,030	162	na
20	21,027	162	na
19	21,044	162	na
18	20,962	161	na
17	21,096	162	na
16	21,079	162	na
14	26,515	204	na
12	2,203	17	na
11	5,995	46	na
10	442	3	na
9	442	3	na
8	442	3	na
7	845	7	na
6a	8,314	64	na
6	13,806	106	na
5	2,070	16	na
4	9,884	76	na
3	12,823	64	na
1	12,462	62	na

1,060,291

8,088

Notes

*1. Based on 130SF/Occupant - B Occupancy, sprinkled (Building Area SF/130)

Building Area per SBC 2018 - The area included within surrounding exterior walls, exclusive of shafts.

*2 Maximum Occupancy counts per Record Documents

Seattle Justice Center

Maximum Occupancy per Building Code

3378

Floor	Rentable Floor Area - SF	Building Code Occupancy Allowance per permit *2
12	7,797	300
11	22,104	353
10	22,111	273
9	22,101	268
8	22,177	187
7	22,122	187
6	22,122	187
5	22,072	187
4	22,205	187
3	21,913	274
2	18,312	240
1	21,754	471
Bsmt	20,531	264
	267,321	3,378

Seattle City Hall

Maximum Occupancy per Building Code

3375

Floor	Rentable Floor Area - SF	Building Code Occupancy Allowance per permit - Staff Areas *2	Building Code Occupancy Allowance per permit - Public Areas *2	Total Building Code Occupancy Allowance per permit - All Areas *3
7	9710	86	-	
6	10078	86	-	
5	10847	86	-	
4	10985	86	-	
3	10670	86	-	
2	18994	116	300	
1	4430	37	1,801	
L1	16085	0	176	
L2	2344	33	482	
	94143	616	2,759	3375